



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान, शिलांग  
NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH & MEDICAL SCIENCES, SHILLONG

(भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वास्थ्य संस्थान)

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, माव्डीयांगडायांग, शिलांग - 793018 मेघालय

Director's Block, Mawdiangdiang, Shillong - 793018 Meghalaya

F.No: NEIGR/S&P/B-04/2019-20

Dated: 16<sup>th</sup> July, 2020

**CIRCULAR**

In continuation to Institute's circular of even reference dt: 06/06/2019 & 05/05/2020, and subsequent email dt:21/03/2020, all departments /sections are once again conveyed to submit demand requisition of their projected requirements of drugs, medicines, surgical & disposables, etc., in a quarterly phased manner on regular basis in the prescribed format (copy enclosed) according to priority/need, with justification, present availability of stores, pattern of consumption/ usage, analysis, estimated cost and work/patient load in the respective departments/sections.

Presently, in view of emerging situation related to declared pandemic, it is requested to submit demand requisition for two quarters within 24<sup>th</sup> July, 2020 by e-mail to [sastoreneigrihms@gmail.com](mailto:sastoreneigrihms@gmail.com) and [centralstoreneigrihms@gmail.com](mailto:centralstoreneigrihms@gmail.com).

It is once again circulated for general information to all concerned that the Protective Gears, Protective Surgical Stores/ Disposable Stores like Gloves (Sterile/ Non- Sterile), Face mask 3 ply, all masks including N95, PPE Kit should be optimally utilized in view of market storages on account of outbreak of Novel Corona virus outbreak. As such, you are requested to kindly use these stores judiciously, as all processing are subject to availability of budget and supplies in the market.

Further, indents/requisition of said stores can be used only with the approval of Medical Superintendent/ Hospital Administration.

Prof. (Dr.) P. Bhattacharyya  
Director  
NEIGRIHMS, Shillong  
Director,  
North Eastern Indira Gandhi  
Regional Institute of  
Health and Medical Sciences  
Shillong-793018

Copy for information and necessary action to:

1. P.A. to DDA/MS/Dean NEIGRIHMS, Shillong.
2. The Financial Adviser, NEIGRIHMS, Shillong/ DMS (General/Medical/Surgical)
3. All Head/In-charge of Departments, NEIGRIHMS, Shillong/ Bio Medical Engineer
4. Superintendent Engineer/ Executive Engineer (E)/© /Estate Officer (C).
5. Store & Procurement Officer, NEIGRIHMS, Shillong.
6. Principal, College of Nursing, NEIGRIHMS, Shillong.
7. Sr. Account Officer/ Accounts Officer/ Assistant Accounts Officer, NEIGRIHMS, Shillong.
8. Librarian, NEIGRIHMS, Shillong
9. AO Estt-I & GAD, AR-Estt-II, AR-Est-III, AAO- GAD, NEIGRIHMS, Shillong
10. I/C Central/ Medical/ Ancillary Stores/ Sanitary Officer/In-Charge Laundry/In-charge Guest House, NEIGRIHMS, Shillong
11. Chief Security Officer, NEIGRIHMS, Shillong/ DPA for uploading on the Institute's website

DEMAND REQUISITION FOR UTILISATION CERTIFICATE

Book No. **04**

Reference No.

Sl. No. **320**

Dated 2/3/12

The Director,  
NEIGRIHMS, Shillong

SAMPLE

Sir,

This department/Section requires the following stores for functioning of the department and the same is projected requirement for the \_\_\_\_\_ quarter of the financial year

Sl No.	Description of Stores	Technical Specification/ supporting documents	Delivery schedule, desired	Quantity required	Purchase sources/ producing organization (Minimum)	Quantity in stock	Rate of Consumption	Tentative Price
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

It is also certified that the items which were procured before had been utilized for the purpose for which they were procured. The remaining items as indicated above also will be utilized for the purpose for which they have been procured

Authority recommended for inspection/ acceptance of Stores:

Prepared by:

Entered in demand  
Requisition register:

In-Charge/Head of the department

Checked by:

Name of the Department/Section